**Western Sydney Region**

**VET Competency Spreadsheet**

**Version 1.5**

**Teachers Guide**

**Macro Warnings**

In **Excel 2007** you might see this warning near the top of the screen when loading the spreadsheet.

**UsrMA01.JPG**

In **Excel 2010** you might see this warning near the top of the screen when loading the spreadsheet.



In either case, go to the last page of this user guide to see how to fix the problem.

**Saving Your Work**

The data you enter into the worksheets are part of an Excel spreadsheet.

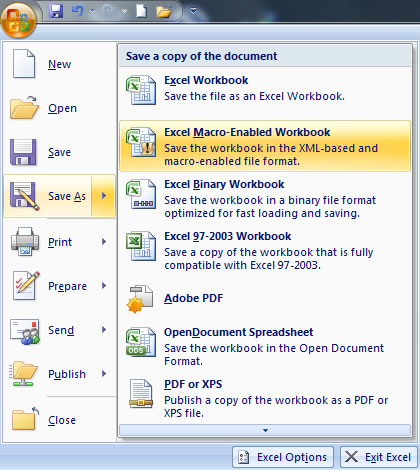
UsrSave03.jpg

UsrSave03.jpgWhen you select **File🡪Save** from the ribbon in **Excel 2010** or **🡪Save** from the ribbon in **Excel 2007**, the workbook will be correctly saved. However, if you wish to save another copy in a different location or using a different filename then you must use the **File🡪Save As..** (or **🡪Save As..**) and select the option:-

**UsrSave01.JPGIn Excel 2010**

Save as type: **Excel Macro-Enabled Workbook**

**In Excel 2007**



**Excel Macro-Enabled Workbook**

**Worksheets**

At the bottom of the workbook is a set of tabs that will give you access to each worksheet.

**Names Worksheet** – allows you to enter the class name, student given and surnames, work placement hours and optional work placement details (employer and dates).

**Competencies Worksheet** – allows you to set individual and group competency results for course competencies and elements.

**ReportCompetencies** and **ReportElements Worksheets** – allows you to view and print individual student’s progress reports showing the course elements and or competencies.

**Assessment Worksheet** – this allows you to create an assessment plan for the course.

**Class Name, Student Names and Work Placement Details**

**Names Worksheet**

The name of the class, student surnames, given name(s) and work placement details (dates, employer and hours) are entered into the **Names** worksheet. All data entered on this worksheet except the employer names and work placement dates, will be automatically copied to other worksheets or used to construct data shown on other worksheets. The work placement dates and employer names are optional and have been included for your records only.

**Enter class name**

**Student Surnames**

**Student Given Names**

**Work Placement 1**

**start date**

**Work Placement 2**

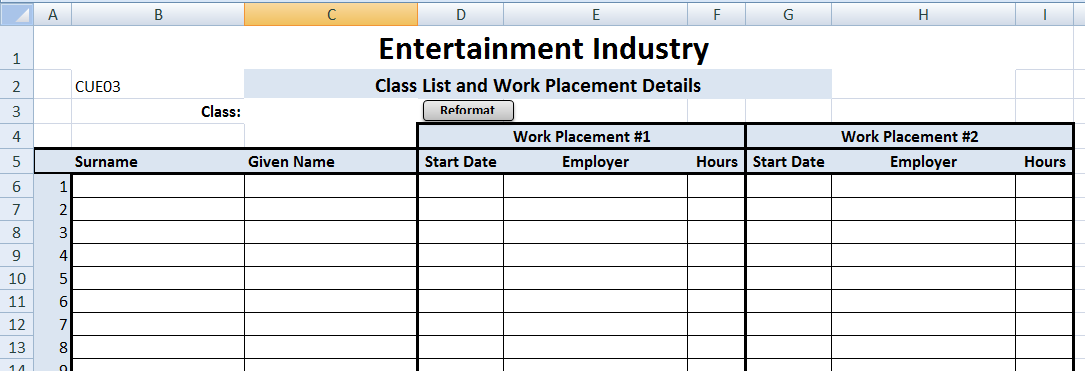
**start date**

**Hours worked**

**Hours worked**

**Employer**

**Employer**



Data can only be entered into the following cells:

**Class Name:** Enter into cell **C3**

**Student Surnames:** Enter into cells **B6** to **B30**

**Student Given Names:** Enter into cells **C6** to **C30**

**Work Placement Start Dates (optional):** Enter into cells **D6** to **D30**, and **G6** to **G30**

**Employer Names (optional):** Enter into cells **E6** to **E30**, and **H6** to **H30**

**Work Placement Hours:** Enter into cells **F6** to **F30**, and cells **I6** to **I30**

Data entered into the work placement **Hours** cells will be rejected if it does not match the following rules:-

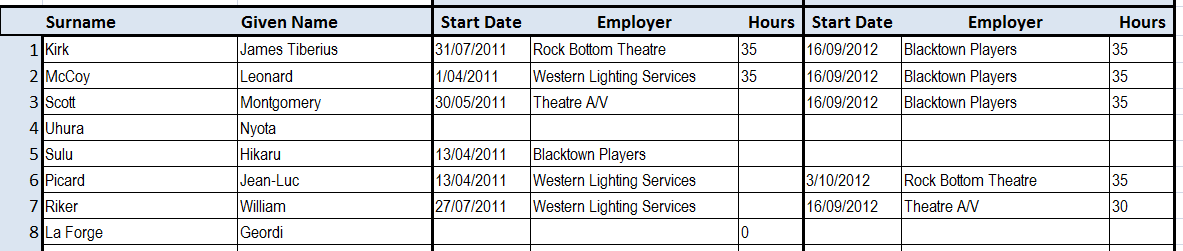
* numerical values only (no text characters)
* values must be whole numbers from 0 to 70
* blanks are allowed

Do not use **cut and paste** to move data between cells as this will alter the formula used to copy data to other worksheets and will result in errors. However, it is safe to use **copy and paste** and Excels **Fill Down** command to duplicate data between the cells. A **Reformat** button has been provided on the worksheet to remove any formatting problems caused by pasting or filling data from other cells or sources.

**The Reformat Button**

This button will restore the formatting of the data cells (text font and colour, cell borders, colour and alignments) if you have used copy and paste or Excels **Fill Down** command and the cell formatting or appearance has been changed as a result.

In the example shown below, student 1 has completed a total of 70 hours of work placement in two sessions of 35 hours each. The two entered **Hours** values will be totalled and placed on the top of the first page of the **Progress Report** for that student as shown in the Progress Report below the figure.





The example above also shows that student 5 has completed 35 hours of work placement in 2011 but has not yet started work placement in 2012 so his second entry has been left blank. It could also have been set to 0. Student 5 will have a total of 35 hours of completed work placement added to his **Progress Report**.

If both work placement **Hours** entries are blank, as shown for student 4, then no work placement comment will be added to the **Progress Report** for that student as shown below.

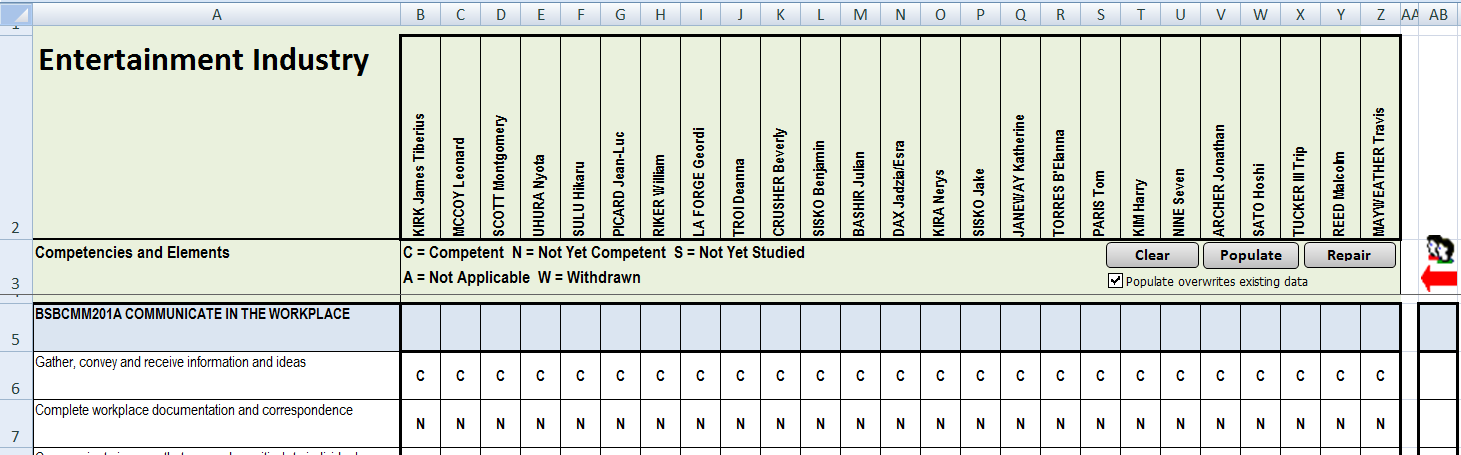


If it is necessary to show “0 Work placement hours completed” on a student report then set both **Hours** entries to 0, or set one to 0 and leave the other blank as shown for student 8 in the example above.



**Competency Results**

**Competencies Worksheet**



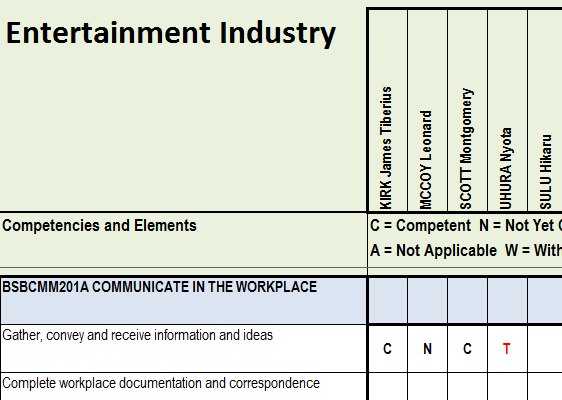
The student names along the top of the worksheet table have been constructed by combining the Surname and Given Names from the **Names** worksheet. Some processing has been performed on the names to remove any unnecessary spaces and to capitalise the surnames.

All data entered on this worksheet will be automatically copied to other worksheets or used to construct data shown on this and other worksheets.

**Copy and Paste**, **Cut and Paste** andExcels **Fill Down** and **Fill Right** commands will not work on this **worksheet.** Pages 6 to 9 describe how you can automate the data entry without needing to use copy and paste or the fill commands.

**Entering Individual Student Competencies**

Competency results can be entered by selecting a cell and simply typing a letter (**C N S A** or **W**) that represents the required result. After typing a letter, press the **Enter** key, or an **arrow** key, or use the mouse to select a new cell.

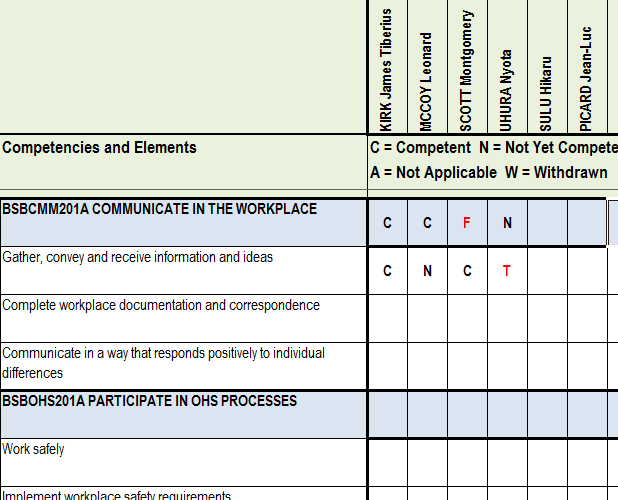
Each entry will be automatically capitalised and checked for validity. Invalid entries, such as the “T” shown on the left, will be displayed in red. The spreadsheet can be saved with invalid competency entries present in the **Competencies** worksheet but they will not be copied to the student report worksheets.

Any cell entry (or a block of cell entries) can be deleted by selecting the cell (or cells) and pressing the **Delete** key. The **Clear** button shown in the top figure, will delete all entries on the worksheet.

**Entering Block or Group Competency Results**

**Setting Multiple Results for Individual Students**

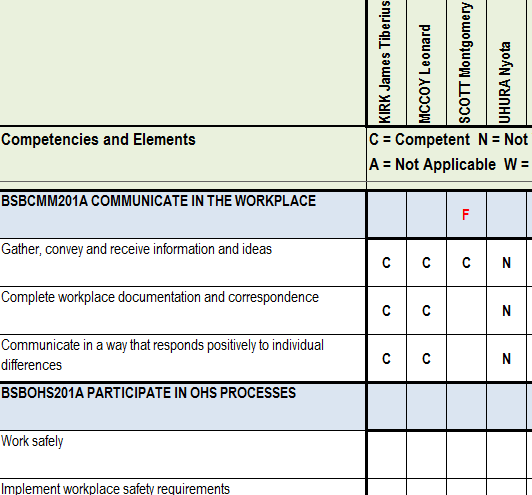
Results can be quickly copied to all the elements in a competency for individual students by entering the required results in cells in the coloured row representing that competency. In the figure below the students shown are about to have all three elements in their first competency set to the values entered in the coloured competency row. Some individual results for the first element have previously been entered onto the worksheet. Note that an illegal character “F” has been entered into one of the cells in the competency row.

On the top right of the table, just below the **Clear**, **Populate** and **Repair** buttons is a checkbox.



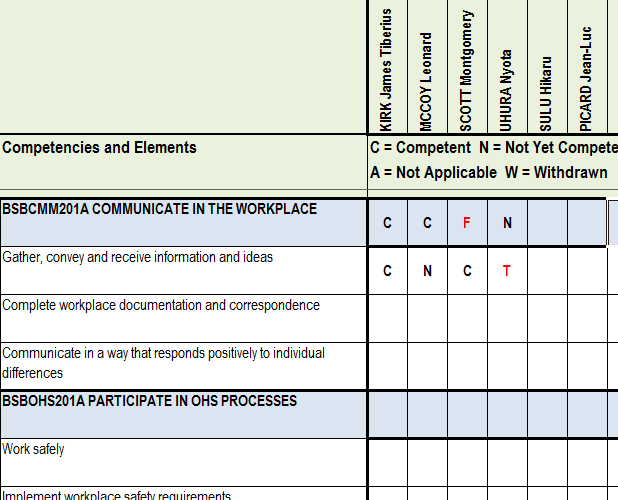
This box controls the operation of the **Populate** button. With the checkbox ticked **ON** as shown above, the **Populate** button will overwrite any values already placed in the element cells.

Clicking the **Populate** button will produce the following result.

The values previously stored in the element cells (including any invalid values) have been overwritten by the values placed in the competency cell for each column. The exception is where an invalid entry (in this example “F”) has been placed in the competency cell – that entry has been ignored.

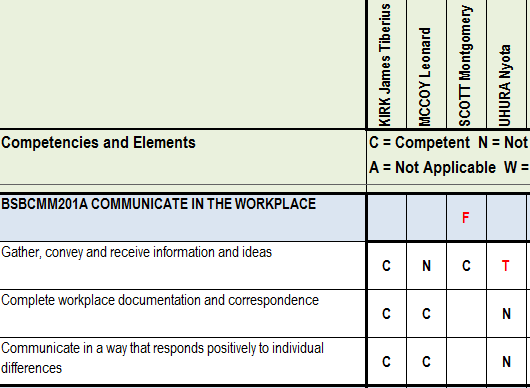
Only the elements of the selected competency have been affected – the values in the competency below are unchanged. You can place values in any or all of the competency rows to populate the elements with the entered results for each student.

The example on the previous page can be repeated with the checkbox ticked **OFF**

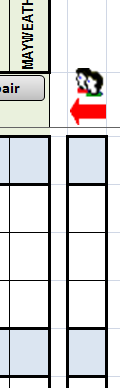
The original entered values are shown on the left.

UsrCP06.JPG

The checkbox is ticked **OFF** and then the **Populate** button is clicked. The result is shown below.

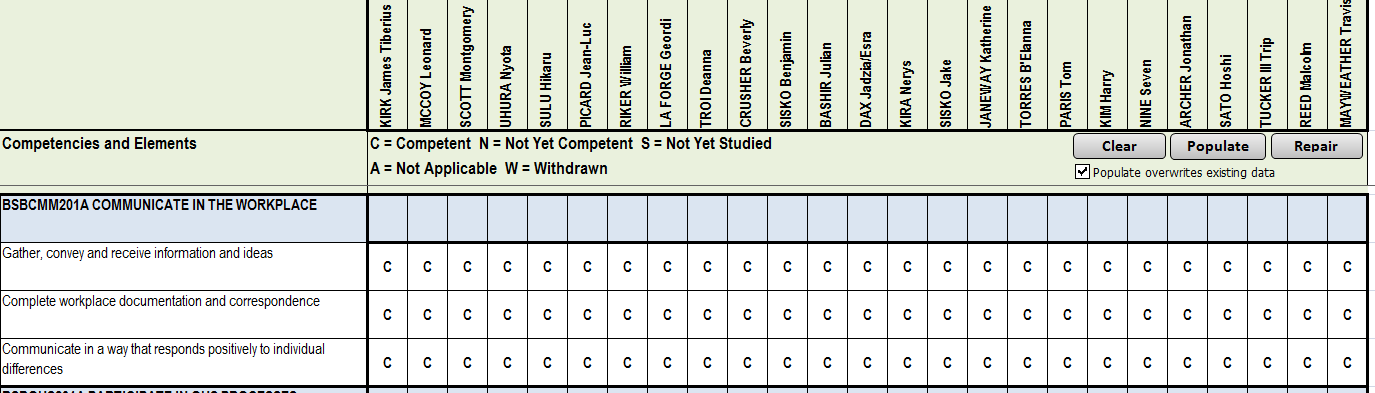


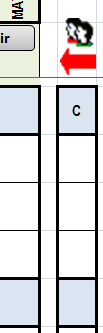
None of the values already present in the cells, including the invalid “T”, have been overwritten.

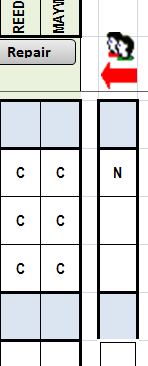
**Setting Results for Whole Elements and Competencies**

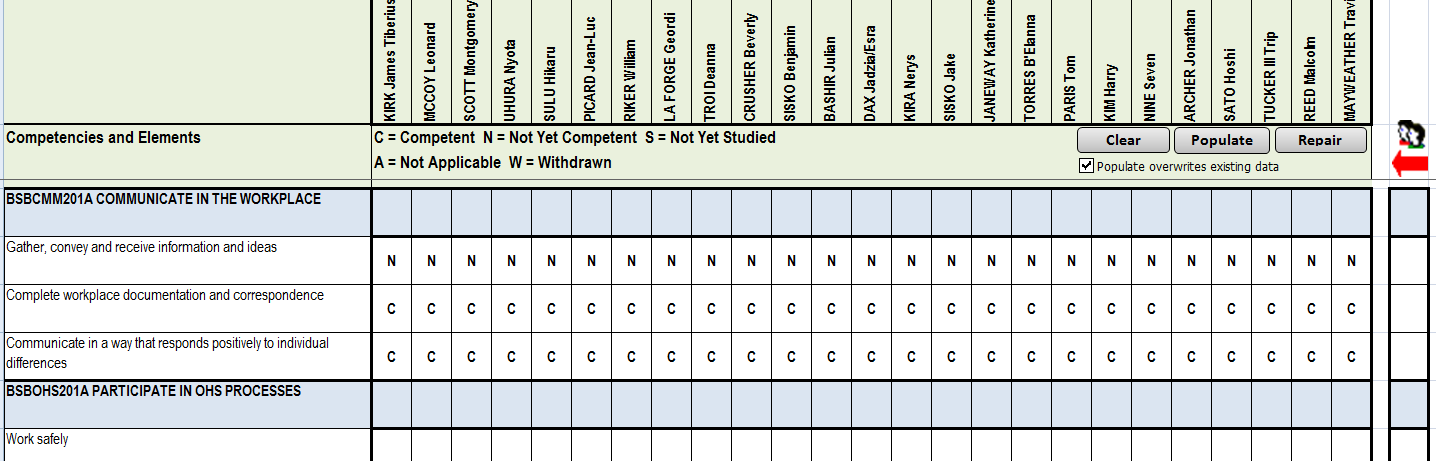
At the right hand side of the table, after the last name, is a “side bar” column with a graphic icon at its head. This side bar allows you to set all the student results to the same value in a particular element or set all the student results in all the elements in the competency to the same value.

For example: placing the value “C” in the side bar coloured cell for the first competency, setting the “Populate overwrites existing data” checkbox **ON**, and then clicking the **Populate** button, will produce the following result.



 All the cells for that competency have been overwritten and set to “C”. If the checkbox was ticked **OFF** then only the values in the empty cells would be set to “C”. If an invalid entry had been placed in the side bar cell it would be ignored.

You can also enter a value in any (or all) of the element cells in the side bar as shown on the right. Continuing from the previous example, entering an “N” in the first element cell of the side bar then clicking **Populate** with the checkbox ticked **ON**, will produce the following result.



UsrCP13.JPGAll the cells for that element have been overwritten with the new value.

Both operations, setting all the element cells of that competency to “C” except for the first row of cells which are set to “N”, could also have been achieved in one step by setting the first two values in the side bar to “C” and “N” as shown on the right. With the checkbox ticked **ON**, click the **Populate** button.

If the “Populate overwrites existing data” checkbox was ticked **OFF** then only the values in empty cells would be overwritten with “C” or “N”.

**The Clear Button**

Clicking this button will clear (delete the contents of) all the competency cells.

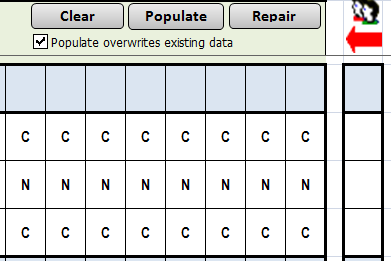
**The Repair Button**

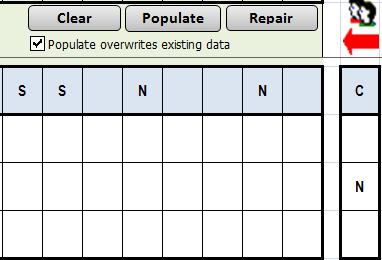
Clicking this button will perform the following tasks:-

* All invalid entries (those shown in red) will be removed
* All entries in columns that do not contain a student name at the top will be removed
* The cell formatting (font size, text colour, cell background colour, cell borders) will be returned to normal

**Populate Order of Priority**

**With the “Populate overwrites existing data” checkbox ON**





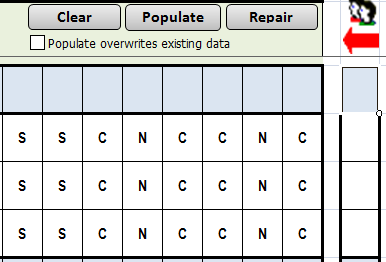
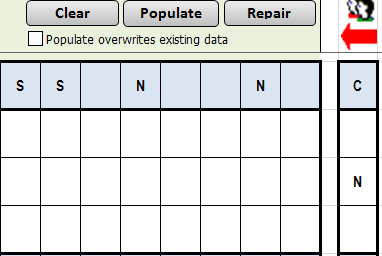
1st priority

2nd priority

Ignored

Any entries already in the coloured competency row cells will be overwritten by the side bar entry in that row. This will place a “C” value (in the example above) in each coloured competency cell which will then overwrite all the element cells below them for that competency. Any entries in the element (non-coloured) cells of the side bar will then be used to overwrite the values in the same element rows so, in the example above, the value “N” will be placed in all the cells of the second element.

**With the “Populate overwrites existing data” checkbox OFF**

1st priority

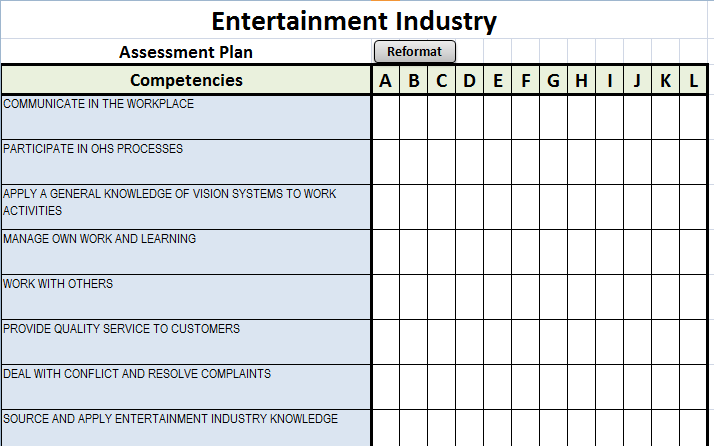
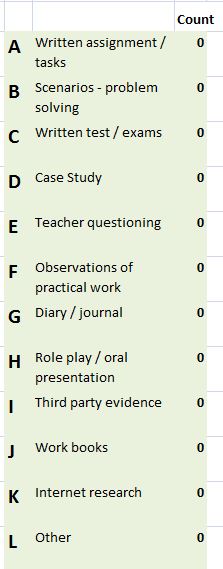
Ignored

2nd priority

An entry in the coloured cell of the side bar will not overwrite any values already in the coloured competency row but will be placed into all the empty cells in that row. The values in the coloured competency row (the original values and the newly added ones) will then be placed into all the empty element cells below them for that competency. Any entries in the element rows of the side bar will be ignored because they will be unable to overwrite any of the values in the element cells.

**Assessment Plan**

**Assessments Worksheet**



The columns labelled “A” to “L” are the assessment methods to be used on each of the competencies. A legend alongside the table gives the meaning of each letter as an assessment method and a running count of the number of times each method has been used in your assessment plan.

**Assessment Entry:** enter one or two characters into any cell in the assessment table.

The Excel **Fill Down** and **Fill Right** commands will not work on this worksheet.

The entered characters can form a code, for example:

PH = Preliminary course half yearly exam

PY = Preliminary course yearly exam

HH = HSC course half yearly exam

HT = HSC course Trial exam

EX = Exam (half-yearly, yearly, trial)

T1 .. T7 = Terms 1 to 7

OG = Ongoing

CT = Class Test

PR = Practical task

WP = Work placement observation

etc

An entry (or a block of entries) can be deleted by selecting the cell (or a block of cells) and pressing the **Delete** key.

**The Reformat Button**

This button will restore the formatting of the data cells if their formatting or appearance have been altered.

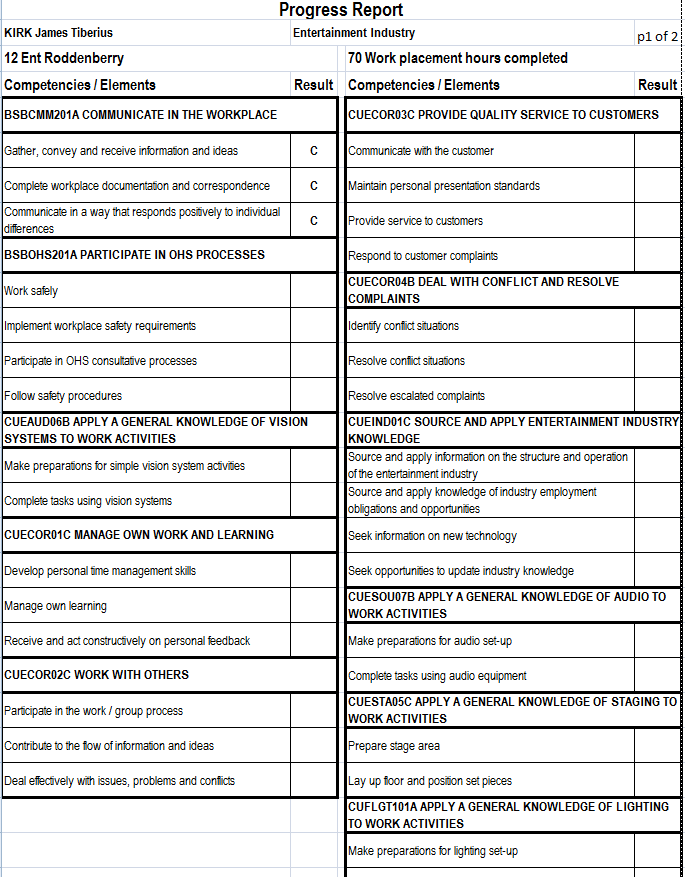
**Student Progress Reports**

There is nothing in these worksheets that can be changed by the user. The worksheets are constructed entirely from data found on the other worksheets.

**ReportsElements Worksheet**

The **ReportsElements** worksheet contains all the entered competency and element descriptions and student results in a layout that provides an individual report for each student. This worksheet may not be present in every workbook.

The number of pages needed for each student report will depend on the number of competencies and elements in the course but each report will be at least one page in length. Each student report will start on a new page.



Work hours total

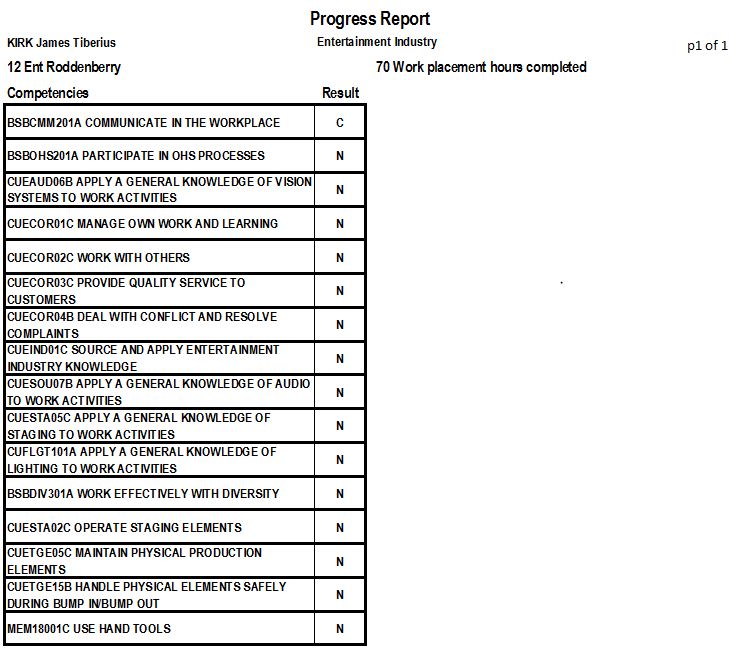
Page counter for this student report

Added to the first page of each report

The values in the results columns are copied directly from the **Competencies** worksheet. The only exceptions are when the element cells in the **Competencies** worksheet contain invalid entries (letters other than **C N A W S** or ablank) then the default competency result “**N**” will be used.

**ReportsCompetencies Worksheet**

The **ReportsCompetencies** worksheet contains only the entered competency descriptions and student results in a layout that provides an individual one page report for each student. The spreadsheet will calculate and display a result for each competency based on the element results recorded for that student.

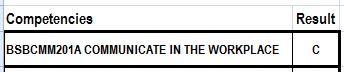


The method used for calculating each competency result is simple.

Where all the elements of a competency have an identical result for a particular student, then that result is used to represent the overall result for that competency. The exception is an identical set of empty or blank results.

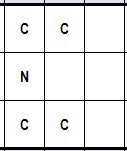
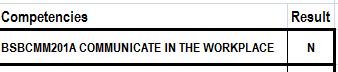
UsrRP03.JPG

An individual students results for the 3 element of a competency



Where the elements of a competency have different results for a particular student or all the values are empty, then a default value (“N”) will be used to represent the competency result.

Each of these three students will receive “N” as their overall result for this competency

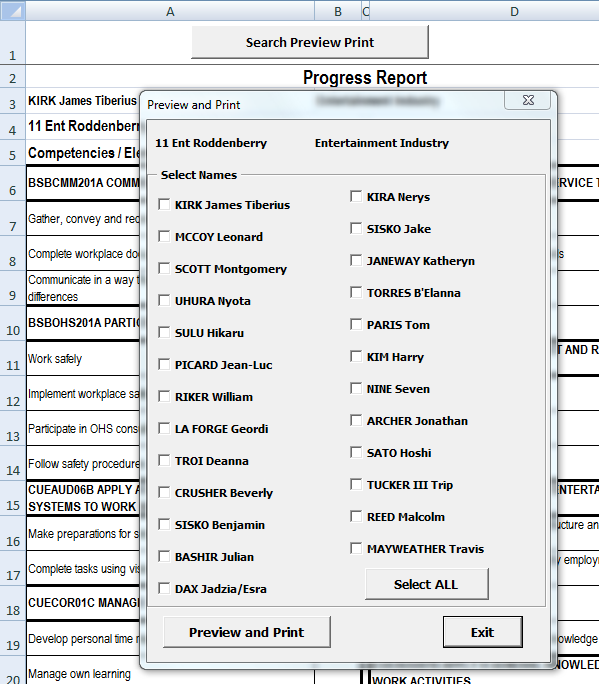


**Report Search Preview Print**

Both the **ReportsCompetencies** worksheet and the **ReportsElements** worksheets have a **Search Preview Print** button placed on the top row. If student names have been entered into the **Names** worksheet then the button will allow you to select the report for an individual student, a group of students or the entire class for previewing and printing.

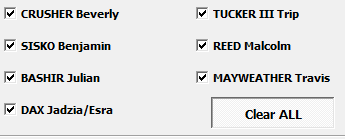
Before choosing this option, make sure that your preferred printer has been set as the Windows **default printer**. Your chosen default printer could, for example, be “Adobe PDF” file creator. You will not be able to change the printer after the program enters the Print Preview display.

Clicking the **Search Preview Print** button will produce a data entry form like that shown below.



All the student names (up to 25) will be shown with check boxes. You can click on any one or on as many as you need.

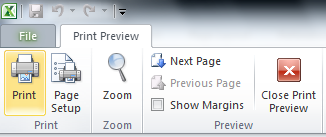
Clicking the **Select ALL** button at the bottom of the name list will place a tick in all the check boxes. The button itself will turn into a depressed object and change its label to **Clear ALL**.

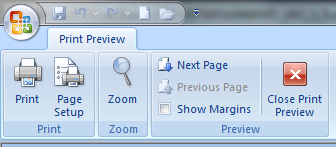


Clicking it a second time will remove all the ticks from the check boxes and return the button to its original appearance and label.

The **Select ALL/Clear ALL** button only appears when more than one name is available to be selected.

Once you have made your selection(s), click the **Preview and Print** button to enter Excels Print Preview feature. You will be shown exactly how the selected report or reports will appear when they are printed. Only the reports for the selected (ticked) students will be shown. You can scroll through the reports.





Excel 2010 Print Preview ribbon

Excel 2007 Print Preview ribbon

In both cases, click the **Print** button on the ribbon to send the data directly to the default printer. Or click the **Close Print Preview** button to return to the spreadsheet display.

**Macro Security and Sheet Protection**

In **Excel 2007** if this message appears at the top of the spreadsheet when it is loaded ...

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.. then click the **Options..** button.

****

Then click ..

Enable this content

Then click **OK.**

In **Excel 2010** if this message appears at the top of the spreadsheet when it is loaded ...



.. then click the **Enable Content** button to fix the problem.

The buttons and other operations on the **Competencies** and **Assessments** worksheets use macros and active content (VBA program code) to perform their actions. When Excel is installed it normally sets its macro security to a high level which will stop these features from working.

On some networks it will not be possible to alter the macro security level without the permission and co-operation of the network administrator. Computers that are running **Microsoft Excel Starter 2010** will have all macros and active content permanently disabled. They can only be enabled on the full version of **Excel 2010**.

All the worksheets and the spreadsheet workbook itself are protected against accidental alteration.